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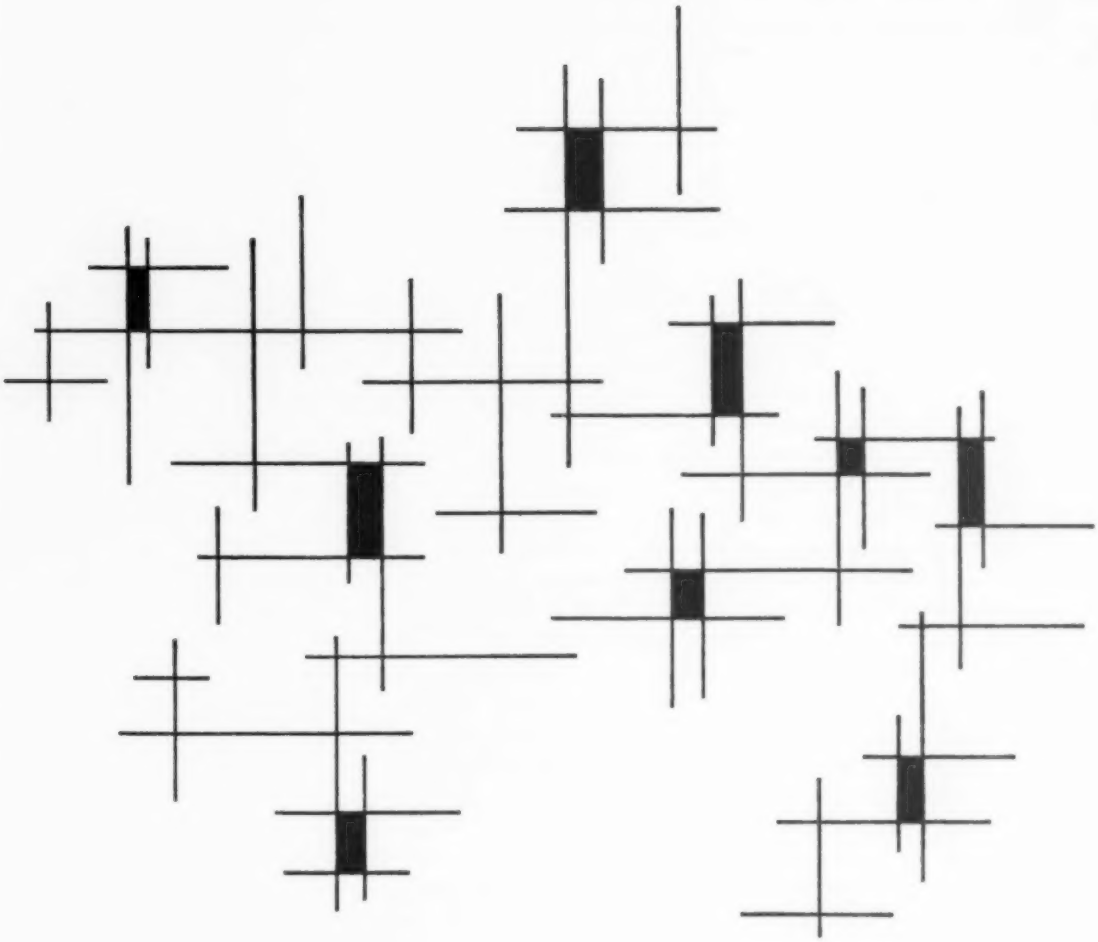

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ABSENTEEISM

11-1

Steers, Richard M. and Susan R. Rhodes.
Major influences on employee attendance: a process model. Journal of applied psychology, 63:391-407, August 1978.
Descriptors: *Absenteeism causes--Simulation methods / Research reviews (Publications) / Simulation methods--Evaluation / Job satisfaction / Motivation / Work values.

ASSESSMENT CENTERS

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Adler, Seymour.
Using assessment centers in smaller organizations. Personnel journal, 57:484-487+, September 1978.
Descriptors: *Assessment centers--Evaluation / Executives--Selection / *Organizations.

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Reinke, Roger.
Selection through assessment centers; a tool for police departments. Washington, Police Foundation, 1977. 42p.
Descriptors: *Assessment centers / *Police--Selection.

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Stringer, Edith.
Management improvements save $181 million. Civil service journal, 19:22-23, October-December 1978.
Descriptors: *Awards / Federal government / Suggestion systems / Financial incentives / Innovation--Awards.

CAREER PLANNING

11-5 Ie162.5 .Un35g 1978

U.S. Civil Service Commission.
Guide to Federal career literature. Prepared by Bureau of Recruiting and Examining. Washington, U.S. Govt. Print. Off., 1978. 17p. (BRE-24)
Descriptors: *College graduates--Career planning--Bibliography / College graduates--Recruitment / Federal government / *Recruitment literature--Bibliography.

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11-6

Gill, R. W. T. and J. D. H. Banks.
Assessment of management potential in graduate recruitment. Personnel review, 7:56-61, Summer 1978.
Descriptors: *College graduates--Recruitment / *Management potential--Evaluation / *Executives--Selection.

11-7

Jensen, Ollie A.
An analysis of confusions and misconceptions surrounding job analysis, job evaluation, position classification, employee selection, and content validity. Public personnel management, 7:258-271, July-August 1978.
Descriptors: *Qualification standards / Job analysis / *Job evaluation / *Position classification / Program evaluation / *Selection / Simulation methods / *Content validity / Federal government.

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11-8

Levine, Edward L.

Self assessment for personnel selection: bane or boon? Public personnel management, 7:230-235, July-August 1978.

Descriptors: Performance / *Selection--Methods / *Self-evaluation--Evaluation / Research reviews (Publications).

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Miner, Mary G. and John B. Miner.

Employee selection within the law. Washington, Bureau of National Affairs, 1978. 568p.

Descriptors: *Selection--Law and legislation / *Selection--Cases / *Test validity / Equal opportunity in employment--Law and legislation / Affirmative action.

11-10 Ie29 .Se8s

Sewell, Winifred.

Study of Federal library/information service staffing as affected by classification and qualification standards. Prepared for the Federal Library Committee. Washington? 1978. 81p.

Descriptors: *Position standards / *Librarians / *Information specialists / *Career staffing / Federal government.

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U.S. Civil Service Commission.

PACE certification and selection in three area offices, summer 1977. Prepared by Hilda Wing, Test Services Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1978. 57p. (Technical memorandum 78-4)

Descriptors: *Selection--Research / *Professional and Administrative Career Examination / *Certification--Research / Qualifications / Appointments / Veterans--Preference / Federal government.

CHANGE, ORGANIZATIONAL

11-12 Id72 .Ar3o

Argyris, Chris and Donald A. Schon.

Organizational learning: a theory of action perspective. Reading, Mass., Addison-Wesley, 1978. 344p.

Descriptors: *Organization development / *Organizations--Theory.

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Armenakis, Achilles and Leigh Smith.

A practical alternative to comparison group designs in OD evaluations: the abbreviated time series design. Academy of Management journal, 21:499-507, September 1978.

A description of a new group design in OD evaluation.

Descriptors: *Organization development--Evaluation / Validity.

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Becker, Christine S.

The practical side of OD. Public management, 3:4-7, September 1978.

Descriptors: Municipal government / *Organization development--Evaluation.

11-15
Eden, Colin.
Operational research and organization development. Human relations, 31:657-674, August 1978.
Descriptors: *Organization development / *Intervention techniques / Change, Organizational / Operations research / Local government / *Decision-making--Simulation methods.

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Mack, Harold.
Transition management in a changing environment. Personnel journal, 57:492-495, September 1978.
Descriptors: *Change, Organizational--Methods / *Executives--Responsibilities.

11-17
Moravec, Milan.
A results-oriented approach to OD. Training and development journal, 32:16-20, September 1978.
Descriptors: Goal setting / *Organization development--Methods.

11-18
Pokorny, Gary F. and Steven C. Carter.
Organization development; one way to get control of your city bureaucracy. Public management, 3:11-13, September 1978.
Descriptors: Municipal government / *Organization development--Evaluation / *Organization development.

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Salinas, Alberto D. R.
An OD experience in the Latin American public sector through an instrument of collective organizational programming. Public personnel management, 7:272-278, July-August 1978.
Descriptors: Government employees / Latin America / *Organization development--Planning / *Organization development.

11-20
Sherwood, Frank.
The longest, continuing fad around. Public management, 60:2-3, September 1978.
Descriptors: Change, Organizational / *Organization development--Evaluation / U.S. Department of State / Federal government.

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Sumek, Lyle J.
Organization development: a process of managing change. Public management, 3:8-10, September 1978.
Descriptors: Municipal government / *Organization development.

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U.S. Bureau of the Census.
City employment in 1977. Washington, U.S. Govt. Print. Off., 1978. 20p. (Government employment/GE 77 no. 2)
Descriptors: *Payrolls--Statistics / *Municipal employees--Employment / *Municipal government--Appropriations and expenditures / Municipal employees--Pay.

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County government employment in 1977. Washington, U.S. Govt. Print. Off., 1978. 17p. (Government employment/GE 77 no. 4)
Descriptors: *County officials and employees--Employment / *Payrolls--Statistics / County officials and employees--Pay / *County government--Appropriations and expenditures.

11-24 HA203 .Un27c 1977 Vol. 6 No. 6

U.S. Bureau of the Census.
Regional organizations. Washington, U.S. Govt. Print. Off., 1978. 92p. (GC77(6)-6) (Census of governments, 1977, vol. 6, no. 6)
Descriptors: *Local officials and employees--Employment / *State employees--Employment / *Metropolitan government--Statistics / Local government--Statistics / State government--Statistics / Payrolls / *Independent regulatory commissions--Statistics / *Independent regulatory commissions--Appropriations expenditures.

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11-25

Bureaucrats under fire. National journal, 10:1540-1541, September 30, 1978.
Descriptors: *Federal employees--Public opinion / Civil service reform / *Morale.

11-26

Clark, Timothy B.
Senior executive service -- reform from the top. National journal, 10:1542-1546, September 30, 1978.
Descriptors: *Senior executive service / *Civil service reform / *Executives--Pay / Federal government / *Political executives / Financial incentives / *Bonus system / *Executives--Mobility / *Executives--Evaluation.

11-27 S/I

Clarke, John E.
'Marriage' on the rocks: government v. business. Enterprise, 2:22-23, September 1978.
Descriptors: *Civil service--Public opinion / Federal government / *Work experience / Industry / Alienation / Executives--Placement.

11-28 Ia21 .C83e Nos. 1385-87

Council of Planning Librarians.
Studies of public bureaucracy: a selected cross-national bibliography, by Manindra K. Mohapatra and David R. Hager. Monticello, Ill., 1977. 149p. (Exchange bibliographies nos. 1385-87)
Descriptors: *Bureaucracy--Bibliography / *Public administration--Bibliography / *Executives--Bibliography / International civil servants--Bibliography / Foreign service officers--Bibliography / Federal government.

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Trends in Federal civilian employment. Civil service journal, 19:19-22, October-December 1978.
Descriptors: *Civil service--Statistics / Labor force--Comparative studies / *Federal employees--Employment / State employees / Local officials and employees.

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Jones, Roger W.
Does "career executive" have a new meaning? Civil service journal, 19:6-12, October-December 1978.
Descriptors: *Civil service reform / *Executives / Federal employees / *Civil service history / *Executives--Responsibilities.

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Mitz, Rick.
Your future career in the American government. New York, Richards Rosen Press, 1978. 145p.
Descriptors: *Government service as a career / *Civil service / *U.S. Civil Service Commission / Professional and Administrative Career Examination / Tests / Federal government.

11-32
Peters, Charles.
Can anything be done about the Federal bureaucracy? Washington post magazine, p. 14-16+, October 1, 1978.
Descriptors: *Bureaucracy--Evaluation / *Civil service--Administration / *Civil service reform / *Expenditures, Public / Patronage / *Civil service--Evaluation / Federal employees--Pay / Federal government.

11-33
Rosen, Bernard.
How a reform bill critic was won over. Federal times, 14:13, October 23, 1978.
Descriptors: *Civil service reform--Law and legislation / Senior executive service / U.S. Merit System Protection Board / *U.S. Civil Service Commission / U.S. Office of Personnel Management.

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Federal Job Information Centers; directory. Prepared by Bureau of Recruiting and Examining. Washington, U.S. Govt. Print. Off., 1978. Leaflet. (BRE-9)
Descriptors: *Civil service--Information service / Federal government.

COMMUNICATION

11-35
Lopinto, Jeanne.
Why don't they...? Administrative management, 39:32-33, September 1978.
Descriptors: *Supervisors--Responsibilities / *Communication in personnel management / Training needs analysis.

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Rotenbury, Harry C.
Time management and communication - Part 1. Management world, 7:28-30, September 1978.
Descriptors: *Communication in management--Methods / *Time management.

11-37
Shannon, Wayne C.
One-person communications. Training and development journal, 32:20-22+, May 1978.
Descriptors: *Communication in personnel management / Self-esteem / *Human relations.

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11-38
Amar, James C.
Pay parity between police and fire fighters. Journal of collective negotiations in the public sector, 7:279-286, no. 3 1978.
Descriptors: *Fire fighters--Pay / *Police--Pay / *Pay rates--Evaluation / Hazardous occupations--Pay.

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College Placement Council.
CPC salary survey; a study of 1977-78 beginning offers, final report, July 1978. Bethlehem, Pa., 1978. 12p.
Descriptors: *College graduates--Pay / Surveys / Universities and colleges--Graduate work.

11-40
Foegen, J. H.
Are escalating employee benefits self-defeating? Pension world, 14:83-84+ September 1978.
Descriptors: Fringe benefits--Costs / *Fringe benefits--Evaluation / *Fringe benefits.

11-41
Freedman, Sara M.
Some determinants of compensation decisions. Academy of Management journal, 21:397-409, September 1978.
Descriptors: *Pay increases--Research / Pay rates / *Decision-making--Research / Equity.

11-42
Havemann, Joel and William J. Lanouette.
The comparability factor in Federal employees' pay. National journal, 10:1552-1555, September 30, 1978.
Descriptors: *Federal employees--Pay / *Pay comparability / Pay survey methods.

11-43 Ie53 .En31n7c

Institute for the Certification of Engineering Technicians and the American Society of Certified Engineering Technicians.

Certified engineering technician; salary survey-1976. Washington, 1977? 34p.

Sponsored by National Society of Professional Engineers.

Descriptors: *Engineering aides--Pay / *Pay surveys / Engineering aides--Characteristics.

11-44

Lubick, Donald C.

Employee fringe benefits. Vital speeches of the day, 44:719-722, September 15, 1978.

Descriptors: *Fringe benefits--Taxation.

11-45

Marcou, Ross A.

Comparing Federal and private employee benefits. Civil service journal, 19:14-18, October-December 1978.

Descriptors: *Pay comparability--Methods / Federal employees / *Fringe benefits--Evaluation / *Compensation administration.

11-46

Moffitt, Donald.

How stock-ownership plans for employees can solve tough problems in small firms. Wall Street journal, 192:28, August 7, 1978.

Descriptors: *Stock purchase plans.

11-47 Ie53 .P63N48r No. 2 1978

New York (State) Public Employment Relations Board.

...Report of salaries for police personnel in New York State, 1978. Albany, 1978. 7p.

Descriptors: *Police--Pay--Statistics / New York (State) / Municipal employees--Pay.

11-48 Ie59 .P38w

Pennsylvania League of Cities.

Wages, salaries, fringe benefits, contract awards, arbitration agreements in Pennsylvania cities: 1978. Harrisburg, 1978. 178p.

Descriptors: *Pay surveys / *Fringe benefits--Surveys / *Arbitration and award / Municipal employees.

11-49

Perham, John.

New life for flexible compensation. Dun's review, 112:66-67+, September 1978.

Descriptors: *Cafeteria compensation--Evaluation / *Cafeteria compensation.

11-50

Rexroat, Cynthia.

The changing cost of being a black woman. Sociology of work and occupations, 5:341-359, August 1978.

Descriptors: *Afro-American women--Pay / Income / *Afro-American women--Employment / Pay rates / Afro-American women--Education.

COMPENSATION (Cont'd)

11-51 Ie52.9 .Sm6c

Smith, James P.

The convergence to racial equality in women's wages. Santa Monica, Calif., Rand Corp., 1978. 54p. (P-6026)

Table 9, "Wages and employment in government" shows wage differentials by race and by level of government.

Descriptors: *Pay rates--Research / *Afro-American women--Pay / Women employees--Characteristics / Hours of work / Federal government / *Women--Pay.

11-52

Stern, David.

Willingness to pay for more agreeable work. Industrial relations, 17:85-90, February 1978.

Descriptors: Job design--Research / *Job satisfaction research / *Pay research.

11-53 M-Fiche

U.S. General Accounting Office.

Changes needed in the United States Postal Service's rural carrier pay systems. Washington, U.S. Govt. Print. Off., 1978. 25p. (B-114874)

Descriptors: *Postal employees--Pay--Administration / *U.S. Postal Service.

COUNSELING

11-54

Foster, James A.

Humor and counseling: close encounters of another kind. Personnel and guidance journal, 57:46-49, September 1978.

Descriptors: *Counseling--Methods.

11-55

Hackney, Harold.

The evolution of empathy. Personnel and guidance journal, 57:35-38, September 1978.

Descriptors: *Counseling / *Empathy / Counselors.

11-56

Perigoe, K. L.

Everybody needs somebody--sometime. Canadian personnel and industrial relations journal, 25:31-34, September 1978.

Describes employee counseling program at North American Life Assurance Company, Toronto.

This article is a follow-up of an article reported in the Canadian Personnel and Industrial Relations Journal, 22:23-25, October 1975 (Personnel Literature, item 12-26, December 1975).

Descriptors: *Employee counseling.

DISCIPLINE

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Labor-Management Relations Service.

Discipline: a supervisor's guide. Prepared by Roger E. Dahl. Washington, 1978. 23p. (Strenghtening local government through better labor relations)

Descriptors: *Discipline--Handbooks, manuals, etc. / *Supervisors--Responsibilities / *Labor-management relations / Local government / Municipal government.

ELECTRONIC DATA PROCESSING--EFFECTS

11-58 Id203 .J41c

Jenkins, Clive and Barrie Sherman.
Computers and unions. London, Longman Group. 1977. 135p.
Descriptors: *Electronic data processing--Social aspects / *Electronic data processing--Economic aspects / *Unions / Great Britain.

ELECTRONIC DATA PROCESSING PERSONNEL

11-59 M-Film

Spring, Marietta.
A survey of word processing centers in the urban corridor of Virginia. Ann Arbor, Mich., University Microfilms, 1978. 205p.
Doctoral dissertation, Virginia Polytechnic Institute and State University, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 12, June 1978, p. 7093-A-7094-A.
Descriptors: *Word processing personnel--Research / *Word processing personnel--Attitudes / *Word processing personnel--Selection / Word processing--Administration.

11-60

The tight EDP market. Recruiting trends, p. 1-2, October 1978.
Descriptors: *Electronic data processing personnel--Employment / Electronic data processing personnel--Pay.

EMPLOYEE HEALTH AND MEDICAL CARE

11-61

Bjurstrom, Larry A. and Nicholas G. Alexiou.
A program of heart disease intervention for public employees. Journal of occupational medicine, 20:521-531, August 1978.
Descriptors: *Heart--Diseases / *Health, Employee / New York (State)--Civil service / Absenteeism rates / Physical fitness.

11-62

Blau, Benami.
Understanding midcareer stress. Management review, 67:57-62, August 1978.
Descriptors: *Job satisfaction / *Middle age / *Stress, Psychological / Work values / Supervisors--Responsibilities / Mental health.

11-63 Ia21 .C83e No. 1515

Council of Planning Librarians.
Empirical research on job stress and employee health: a selected bibliography, by Terry A. Beehr and John E. Newman. Monticello, Ill., 1978. 8p. (Exchange bibliography no. 1515)
Descriptors: *Stress, Psychological--Bibliography / *Health, Employee--Bibliography.

11-64

Helping employees stay fit and healthy; special report. Behavioral sciences newsletter, 18:1-4 (insert), September 25, 1978.
Descriptors: *Health, Employee.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

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Chartbook on occupational injuries and illnesses in 1976. Washington, U.S. Govt. Print. Off., 1978. 44p.
Descriptors: *Accidents--Statistics / *Occupational diseases--Statistics / *Sick leave--Statistics.

11-66

Zaleski, Helen K.
Shaping your in-house physical fitness program. Industry week, 198:121-122+, September 18, 1978.
Descriptors: Executives--Responsibilities / *Physical fitness / *Health, Employee.

EQUAL OPPORTUNITY IN EMPLOYMENT

11-67 Ie152 .Af2a

Affirmative action after Bakke, by Walter B. Connolly, Jr., and others. New York, Law & Business, 1978. 579p.
Partial contents: A constitutional perspective on race consciousness in employment, by E. Richard Larson; Compendium of major Federal requirements for nondiscrimination in state and local government employment.
Descriptors: *Affirmative action--Law and legislaton / *Affirmative action--Cases / *Affirmative action plans / State government / Local government.

11-68 Ie152 .K41p

Kentucky Advisory Committee to the U.S. Commission on Civil Rights.
A paper commitment: equal employment opportunity in the Kentucky Bureau of State Police. Washington, U.S. Govt. Print. Off., 1978. 19p.
Descriptors: *Equal opportunity in employment / *Police--Employment / *Police--Statistics / Police--Selection / Minority groups--Employment / Women--Employment / Kentucky--Civil service.

11-69

Now, men are going for "women's jobs." U.S. news & world report, 85:97-98, October 16, 1978.
Descriptors: *Sex discrimination / *Equal opportunity in employment.

11-70 S/I

Special issue on employee selection. BGR newsletter (Bureau of Government Research, University of Rhode Island), p. 1-4, March-April 1978.
Contents: General highlights of the draft uniform selection guidelines; The origins of the second civil service revolution, by Michael W. Brassard; Validity, fairness and "rule of law", by Christine M. Howells.
Descriptors: *Equal opportunity in employment--Law and legislation / *Test validity--History / *Selection--Cases.

11-71 Ie152.9 .Un35e 1978

U.S. Civil Service Commission.
Equal opportunity in employment. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1978. 52p. (Personnel bibliography series no. 95)
Descriptors: *Equal opportunity in employment--Bibliography / *Minority groups--Employment--Bibliography / *Women--Employment--Bibliography / *Older worker--Employment--Bibliography / *Handicapped--Employment--Bibliography / Federal government.

11-72 Ie152 .Un35re

U.S. Civil Service Commission.
Report of statistical analyses for EEO task force. Prepared by Hilda Wing, Test Services Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1978. 60p. (Technical note 78-2)
Descriptors: *Equal opportunity in employment--Statistics / *U.S. Civil Service Commission / *Minority groups--Employment--Statistics / *Women--Employment--Statistics / Federal government / Women employees--Characteristics / Federal employees--Characteristics.

11-73 M-Fiche

U.S. General Accounting Office.
The affirmative action programs in three bureaus of the Department of Justice should be improved. Report by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 62p. (B-178929)
Descriptors: *Affirmative action plans--Administration--Evaluation / *U.S. Department of Justice / Federal government.

11-74 M-Fiche

U.S. General Accounting Office.
The Federal Bureau of Investigation needs better representation of women and minorities. Report by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 44p. (B-178929)
Descriptors: *Affirmative action plans--Administration--Evaluation / *U.S. Federal Bureau of Investigation / Federal government.

11-75

Ward, Joan S.
Sex discrimination is essential in industry. Journal of occupational medicine, 20:594-596, September 1978.
Descriptors: Women--Characteristics / *Physical characteristics--Comparative studies / *Performance / Sex discrimination.

ETHICS

11-76

Hill, Ivan.
Everyday ethics for the secretary. Secretary, 38:6-7, August-September 1978.
Descriptors: *Secretaries / *Ethics.

11-77

McMillian, Marvin E. and Bruce Shertzer.
APGA members' measured client and organizational commitments and professional orientation. Personnel and guidance journal, 57:31-34, September 1978.
[APGA = American Personnel and Guidance Association]
Descriptors: Surveys / *Professional ethics / Organizational commitment / *Counselors--Attitudes / *Role conflict.

11-78 JK2279 .Un38s 1978 Suppl.

U.S. Congress. Senate.
Supplement to Senate campaign information; a compilation of Federal laws and regulations governing United States Senate elections in 1978. Washington, U. S. Govt. Print. Off., 1978. 3p.
Descriptors: *U.S. Senate--Rules and practice / Federal government / *Members of Congress / *Political ethics.

EXECUTIVES

11-79

Allan, Peter and Stephen Rosenberg.
Establishing a personnel system for managers: the New York City approach. Public personnel management, 7:236-242, July-August 1978.
Descriptors: *Personnel administration / Executives--Selection / Executives--Training / *Management development / New York (City)--Civil service / *Executives--Placement / Executive succession / Executive compensation / Position classification / Municipal government.

11-80 S/I

Brooks, Patricia and Lester Brooks.
Meet the industrial woman. Exxon U.S.A., p. 8-11, Second quarter 1978.
Descriptors: *Women executives--Employment / *Professional employees.

11-81

Mayer, Caroline E.
For businessmen in the bureaucracy, life is no bed of roses. U.S. news & world report, 85:56-58, September 25, 1978.
Descriptors: *Political executives--Responsibilities / Federal government / *Political executives--Characteristics / *Leadership--Comparative studies.

11-82

Rankin, Linda.
Women at work--a threat? Canadian personnel and industrial relations journal, 25:13-15, September 1978.
Descriptors: *Women executives--Attitudes / *Executives--Attitudes / *Women--Attitudes toward.

11-83

Rohan, Thomas M.
Grooming the heir apparent. Industry week, 198:63-64+, September 18, 1978.
Descriptors: *Executive succession / Success in employment / Executives--Selection / *Management development.

11-84

Stevens, John M., Janice M. Beyer and Harrison M. Trice.
Assessing personal, role, and organizational predictors of managerial commitment. Academy of Management journal, 21:380-396, September 1978.
Descriptors: *Executives--Attitudes / Executives--Characteristics / Federal employees / *Organizational commitment--Research / Regression analysis / Tenure / Organizational behavior / Age.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

11-85

Gold, Carol S.
Stronger leadership for the training director. Training and development journal, 32:46-49, September 1978.
Descriptors: Creative ability / Leadership training / *Training directors / Learning motivation / *Success in employment / Training directors--Abilities.

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Descriptors: *Executives--Responsibilities / *Executives--Utilization / *Job satisfaction.

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Descriptors: *Training directors--Responsibilities / *Executives--Responsibilities / Supervisors--Training--Evaluation / *Supervisors--Training / Transfer of training / Middle managers--Responsibilities.

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Descriptors: *Management development--Simulation methods / Training officers--Responsibilities.

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Descriptors: *Delphi method / Forecasting / Executives--Training.

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Descriptors: *Grievances--Procedures / *Hospital workers.

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Grievance procedures in the Federal service: the continuing problem. Public personnel management, 7:221-229, July-August 1978.
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When women have power over woman. Ms., 7:49-51+, September 1978.
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Descriptors: *Flexible working hours / State government / County government / Municipal government / Federal government.

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Exploring the effects of increasing employee self-control/determination. Ann Arbor, Mich., University Microfilms, 1978. 262p.

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Descriptors: *Part-time work--Research / *Part-time workers--Evaluation / Supervisors--Attitudes / Executives--Attitudes / Occupations / Labor turnover / Performance.

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Working less but enjoying it more: a guide to splitting or sharing your job. Palo Alto, Calif., New Ways to Work, 1978. 32p.

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Descriptors: *Organizational behavior--Textbooks / Leadership / Human relations / Motivation / Communication in management / Group relations / Job satisfaction / Conflict, Organizational.

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Descriptors: *Intergovernmental personnel programs / *Retirement benefits / *Collective bargaining / State government / Local government.

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Information systems: the Achilles' heel of job redesign? Personnel review, 7:5-11, Summer 1978.

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Testing the applicability of the JDI to various demographic groupings. Academy of Management journal, 21:514-519, September 1978.

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Descriptors: *Job satisfaction research / *Performance / Math matical analysis / Municipal employees / *Career patterns / Age / Tenure / Education.

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Katz, Ralph.
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Descriptors: Job enrichment / Job design / *Job satisfaction research / Age / *Tenure / Task analysis / Performance.

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Krausz, Moshe.
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Descriptors: *Job factors--Research / *Executives--Attitudes / Job satisfaction.

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Leifer, Richard P.
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Descriptors: *Job satisfaction research / *Work values.

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Lopez, Elsa M. and Jeffrey H. Greenhaus.
Self-esteem, race, and job satisfaction. Journal of vocational behavior, 13:75-83, August 1978.
Descriptors: *Job satisfaction research / *Afro-Americans--Characteristics--Research / *Teachers--Attitudes / *Afro-Americans--Attitudes / *Need satisfaction--Research.

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Mount, Michael K. and Paul M. Muchinsky.
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Descriptors: *Job satisfaction research / Working climate / Employee attitudes--Research.

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Orpen, Christopher.
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Descriptors: Adjustment (Psychology) / *Job satisfaction / Mathematical analysis--Methods / *Mental health.

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Descriptors: Stress, Psychological / *Absenteeism causes--Research / *Job satisfaction research / Leisure / Mathematical analysis / Simulation methods.

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Descriptors: *Job satisfaction research / *Job factors--Research / *Organizational behavior--Research / Federal government / Hospital workers.

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Shubsachs, Alexander P. W. and others.
Perception of work reinforcer systems: factor structure. Journal of vocational behavior, 13:54-62, August 1978.
Descriptors: *Working climate / Working conditions / *Job satisfaction--Research / *Need satisfaction--Research.

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Descriptors: *Executives / *Job search--Methods.

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Nag, Amal.
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Descriptors: *Labor supply / *Recruitment / *Skilled labor / *Professional employees.

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Descriptors: *Labor force--Statistics / *Hispanic Americans--Employment--Statistics / *Afro-Americans--Employment--Statistics / Women--Pay--Statistics / Pay--Statistics / Work experience.

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Alsop, Ronald.
Walkouts by police and firemen are on the rise as inflation spurs some to put self-interest first. Wall Street journal, 192:48, October 4, 1978.
Descriptors: *Police / *Fire fighters / *Strikes / Binding arbitration.

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Benecki, Stanley.
Municipal expenditure levels and collective bargaining. Industrial relations, 17:216-230, May 1978.
Descriptors: *Municipal employees / *Municipal government / *Collective bargaining--Research / *Municipal budgets--Research.

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Drachman, Allan W.
Actual negotiations should be a two-way street. LMRS newsletter (National League of Cities, U.S. Conference of Mayors, National Association of Counties), 9:2-3, August 1978.
Descriptors: *Negotiation / *Collective bargaining / Municipal government.

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Jones, Benjamin.
Public employee labor arbitration and the delegation of governmental powers. State government, 51:109-114, Spring 1978.
Descriptors: *Arbitration--Law and legislation / Government employees / *Labor-management relations / State employees.

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Katz, Harry C.
The impact of public employee unions on city budgeting and employee remuneration - a case study of San Francisco. Springfield, Va., National Technical Information Service, 1977. 199p. (PB-274-304)
Doctoral dissertation, University of California, Berkeley, 1977.
Descriptors: *Unions--Research / *Labor-management relations--Research / *Municipal employees--Pay / Municipal government--Research / Labor-management relations--Case studies / San Francisco, Calif.--Civil service / *Municipal budgets--Research.

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Keller, Berndt K.
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Descriptors: *Germany (Federal Republic, 1949-)--Civil service / *Labor-management relations--Comparative studies / United States / Federal government / State government / Municipal government.

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Kelley, DeWitt M.
Public unionism: turnabout in San Francisco. LMRS newsletter (National League of Cities, U.S. Conference of Mayors, National Association of Counties), 9:4+, August 1978.
Descriptors: *Unions / *San Francisco, Calif.--Civil service / Municipal employees--Pay / *Labor-management relations / Strikes.

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Let public workers strike? Views pro and con. U.S. news & world report, 85:81-82, September 25, 1978.
Interviews with the president of International Association of Firefighters and AFL-CIO Public Employee Department and with the city manager, San Antonio, Texas.
Descriptors: Police / *Strikes / Fire fighters / State government / Municipal government.

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Loevi, Francis, J., Jr.
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Descriptors: *Arbitration--Handbooks, manuals, etc. / Federal government.

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In Recent initiatives in labor-management cooperation, 1978. Prepared by U.S. National Center for Productivity and Quality of Working Life. Washington, U.S. Govt. Print. Off., 1978, p. 63-68.
Descriptors: *Labor-management relations / *Works councils / U.S. Department of Defense / Federal government.

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Mosher, Lanning S.
Facing the realities of public employee bargaining. Public personnel management, 7:243-248, July-August 1978.
Descriptors: *Collective bargaining / Government employees / Collective bargaining--Costs / *Collective bargaining--Evaluation.

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National Public Employer Labor Relations Association.
Maintaining public services: the NPELRA strike planning manual. Prepared by James Baird, R. Theodore Clark, Jr., and Michael J. Rybicki. Washington, 1978. 1v.
Not available for interlibrary loan.
Descriptors: *Strikes / State government / Municipal overnment / County government / *Public administration.

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Overton, Craig E. and Max S. Wortman, Jr.
Significant management rights clauses in municipal police contracts. Journal of collective negotiations in the public sector, 7:191-199, no. 3 1978.
Descriptors: Municipal government / *Management rights / *Police--Collective bargaining / *Collective labor agreements.

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Descriptors: Municipal employees / State employees / *Labor-management relations / *Strike--Law and legislation / *Damages / Collective labor agreements.

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Sebris, Robert, Jr.
The bureaucracy and labor relations. Civil service journal, 19:28-31, October-December 1978.
Descriptors: *Labor-management relations / Federal government / Organizational structure / Personnel departments.

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Sime, Colben K., Jr.
The issue of military unionism: genesis, current status and resolution. Springfield, Va., National Technicial Information Service, 1977. 87p. (AD-A051-509)
Descriptors: *Military personnel--Unions--Research / *Military personnel--Unions--Comparative studies.

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Singer, James W.
The limited power of Federal worker unions. National journal, 10:1547-1551, September 30, 1978.
Descriptors: *Unions / Federal employees / *Labor-management relations.

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Solnick, Loren M.
Unionism and fringe benefit expenditures. Industrial relations, 17:102-107, February 1978.
Descriptors: *Fringe benefits--Costs--Research / *Unions / Fringe benefits.

11-175 Ie621 .Un17b 1978
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BLS file of state, county, and municipal collective bargaining agreements, Fall 1977. Washington, U.S. Govt. Print. Off., 1978. 60p. (Report 533)
Descriptors: *Collective labor agreements--Directories / State government / Local government / Municipal government.

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U.S. National Center for Productivity and Quality of Working Life.
Establishing a communitywide labor-management committee. Washington, U.S. Govt. Print. Off., 1978. 37p.
Descriptors: *Industrial relations / *Community organization / Committees.

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Starting a labor-management committee in your organization; some pointers for action. Washington, U.S. Govt. Print. Off., 1978. 55p.
Descriptors: *Works councils--Handbooks, manuals, etc.

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Summary of the role of third parties in labor-management cooperative endeavors. Washington, U.S. Govt. Print. Off., 1978. 24p.
Descriptors: *Industrial relations / Arbitrators / Consultants / Committees.

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Victor, Richard B.

A multiconstituency, vote-maximizing model for the determination of public-sector wage and employment levels. Santa Monica, Calif., Rand Corp., 1977. 24p. (P-5923)

Descriptors: *Labor-management relations--Simulation methods / Municipal employees / *Pay administration / *Unions--Research / Job security.

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Burns, James M.

Leadership. New York, Harper & Row, 1978. 530p.

Descriptors: *Leadership / Politics and government / *Leadership theory / Legislators / Executives--Characteristics.

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Schriesheim, Chester A., James M. Tolliver and Orlando C. Behling.

Leadership theory: some implications for managers. MSU business topics, 26:34-40, Summer 1978.

Descriptors: *Leadership theory / Executive effectiveness / Leadership style.

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Vecchio, Robert P.

An integrative approach to the study of leadership: an empirical examination and theoretical integration. Springfield, Va., National Technical Information Service, 1976. 196p. (PB-274-267)

Performing organization: University of Illinois at Urbana-Champaign, Department of Psychology.

Descriptors: *Leadership--Research / *Military personnel--Research / Group dynamics.

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Weiss, Alan J.

Surviving and succeeding in the "political" organization: becoming a leader. Supervisory management, 23:27-35, August 1978.

Descriptors: Executives--Characteristics / Leadership theory / *Leadership style.

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Gallington, Daniel J.

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Descriptors: *Intergroup relations / Professional employees / *Military officers / *Management / *Leadership / *Attorneys--Career opportunities / Federal government / *Attorneys--Characteristics.

11-185 M-Fiche

Goodart, James W. and David L. Thomas.

An exploratory study of conflict resolution strategies employed by project managers. Springfield , Va., National Technical Information Service, 1977. 77p. (AD-A047-521)

Master's thesis, U.S. Air Force Institute of Technology, September 1977.

Descriptors: *Conflict resolution--Research / *Project management--Research / Federal government.

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11-186

King, Dennis C. and Walter G. Beevor.
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Descriptors: *Long-range planning--Simulation methods / Organizations.

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Partial contents: Management for the future: a prognosis and prescription with specific concern for university and governmental management, by Sigmund G. Ginsburg; Compulsory arbitration revisited: the relevance of the public sector experience to private sector management, by Eric J. Schmertz.
Descriptors: *Futures (of society) / *Management--Addresses, essays, lectures / Strikes / Collective bargaining / *Compulsory arbitration / Government employees / *Leadership / Economic forecasting--Addresses, essays, lectures.

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Strategic goal-setting will widen the scope of your MBO system. George Odiorne management by objectives letter, 8:1-4, October 1978.
Descriptors: Change, Organizational / *Management by objectives--Methods / *Goal setting.

11-189 M-Film

Thompson, Kenneth R.
An empirical evaluation of a management by objectives intervention in a public sector agency. Ann Arbor, Mich., University Microfilms, 1978. 301p.
Doctoral dissertation, University of Nebraska, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 12, June 1978, p. 7438-A.
Descriptors: *Management by objectives--Evaluation / *Management by objectives--Research / State government / Performance--Research / Job satisfaction research.

MIDDLE MANAGEMENT

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Crawford, Jacquelyn S.
Women in middle management; selection, training, advancement, performance. Ridgewood, N. J., Forkner, 1977. 156p.
Descriptors: *Women middle managers--Characteristics / *Women middle managers--Training / *Women middle managers--Research / Women middle managers--Attitudes.

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Robbins, Paula I. and others.
Career change and congruence of personality type: an examination of DOT-derived work environment designations. Journal of vocational behavior, 13:15-25, August 1978.
Descriptors: Working climate / *Mobility, Occupational--Research / Executives / Personality / Professional employees.

MOTIVATION

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Becker, Lawrence J.
Joint effect of feedback and goal setting on performance: a field study of residential energy conservation. Journal of applied psychology, 63:428-433, August 1978.
Descriptors: *Feedback (Psychological)--Research / *Goal setting / Performance / Motivation.

MOTIVATION (Cont'd)

11-193

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Descriptors: *Motivation--Study and teaching / Management development / Productivity improvement.

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11-194 Ie436 .G71u

Gottfredson, Gary D. and Denise C. Daiger.

Using a classification of occupations to describe age, sex, and time differences in employment patterns. Washington, Educational Resources Information Center, 1977. 35p. (ED-142-810)

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Descriptors: *Occupations--Statistics / Occupational choice--Statistics / *Occupational choice--Research.

11-195

Schmitt, Neal and others.

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Descriptors: *Occupational choice--Research / Motivation / High school graduates--Characteristics / *High school graduates.

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Shimberg, Benjamin and Doug Roederer.

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Descriptors: *Licenses--Law and legislation / *Licenses--Case studies / *Occupations / State government.

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11-197

Ryneckl, Steven B. and Frances Martin.

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Descriptors: *Age discrimination--Law and legislation / *Age discrimination--Cases.

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Allen, Stephen A.

Organizational choices and general management influence network in divisionalized companies. Academy of Management journal, 21:341-365, September 1978.

Descriptors: *Decentralization--Research / *Organizational structure--Research / Organizational behavior / *Organizational characteristics / *Management / Network analysis (Planning)--Research / *Corporate reorganizations.

11-199

Boulton, William R.

The changing requirements for managing corporate information systems. MSU business topics, 26:4-12, Summer 1978.

Descriptors: Directors of corporations / Communication in management / *Information management / *Organizational structure / Change, Organizational.

ORGANIZATIONS (Cont'd)

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Bourgeois, L. J., III, Daniel W. McAllister and Terence R. Mitchell.
The effects of different organizational environments upon decisions about organizational structure. Academy of Management journal, 21:508-514, September 1978.
Descriptors: Executives--Attitudes / Decision-making--Research / *Organizations--Climate / *Organizational structure.

OVERSEAS PERSONNEL

11-201
Herz, Martin F.
"Prostitution" in the foreign service - and what to do about it. Foreign Service journal, 55:12-15+, August 1978.
Descriptors: *Foreign service officers--Personnel policies / Diplomatic and Consular Service / *Political executives--Selection / *Executives--Selection / Federal government.

PARTICIPATIVE MANAGEMENT

11-202 Ie527 .H24h
Harrison, Roger.
Workers' participation in Western Europe, 1976. London, Institute of Personnel Management, 1976. 89p.
Descriptors: *Participative management--Comparative studies / Europe / European Economic Community.

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Lederer, Victor.
Decision making: should employees get in on the act? Administrative management, 39:51-52+, September 1978.
Descriptors: *Participative management--Case studies / *Decision-making.

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Worker self-management in industry; the West European experience, ed. by G. David Garson. New York, Praeger, 1977. 230p.
Descriptors: *Participative management--Case studies / *Industrial democracy--Case studies / Europe.

11-205
Young, W. McEwan.
Flexible working arrangements in continuous shift production. Personnel review, 7:12-19, Summer 1978.
Descriptors: *Flexible working hours / *Shift work / *Participative management.

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11-206 Ie398.9 .Am3d
American Institute of Research.
Development of task level job performance criteria. Silver Spring, Md., 1975. 88p. (AD-A051958)
Descriptors: *Performance evaluation--Research / *Task analysis--Methods / Military personnel.

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Brumback, Gary B.
Toward a new theory and system of performance evaluation: a standardized, MBO-oriented approach. Public personnel management, 7:205-211, July-August 1978.
Descriptors: *Performance evaluation--Methods / *Management by objectives / *Performance evaluation--Theory / Performance evaluation--Simulation methods.

PERFORMANCE EVALUATION (Cont'd)

11-208 Ie398 .L23p

Landy, Frank J.
Performance appraisal in police departments. Washington, Police Foundation, 1977. 33p.
Descriptors: *Police--Evaluation / *Performance evaluation / *Police--Personnel policies / Performance evaluation--Forms.

11-209

Lefton, R. E. and V. R. Buzzotta.
Performance appraisal: why bother? Training and development journal, 32:49-58, August 1978.
Descriptors: *Appraisal / Interviews--Methods / *Performance evaluation--Evaluation.

11-210

McCrensky, Edward.
Increasing the effectiveness of staff performance appraisal systems. Public personnel management, 7:212-220, July-August 1978.
Descriptors: Organizational effectiveness / *Performance evaluation--Administration / Underdeveloped areas.

PERSONNEL ADMINISTRATION

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Ceriello, Vincent R.
A guide for building a human resource data system. Personnel journal, 57:496-503, September 1978.
Descriptors: *Personnel information systems--Planning / Systems analysis.

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Human resource accounting: a selected bibliography, by Donald L. Hawk. Monticello, Ill., 1978. 12p. (Exchange bibliography no. 1494)
Descriptors: *Human resource accounting--Bibliography.

11-213

Flamholtz, Eric and Jack B. Wollman.
The development and implementation of the stochastic rewards model for human resource valuation in a human capital intensive firm. Personnel review, 7:20-34, August 1978.
Descriptors: *Human resource accounting--Research / Personnel administration / *Stochastic analysis--Simulation methods.

11-214 Ie11.4 .M31m

Managing human resources; a challenge to urban governments, ed. by Charles H. Levine. Beverly Hills, Calif., Sage, 1977. 319p. (Urban affairs annual reviews, vol. 13)
Descriptors: *Personnel administration--Addresses, essays, lectures / Municipal government / Municipal employees--Attitudes / Civil service / Labor-management relations / Productivity.

11-215 Ie11.4 .N44p

New England Municipal Center.
Personnel management assistance projects, Dexter, Maine. Durham, N. H., 1977? 26p.
Descriptors: *Personnel administration--Evaluation / Municipal government.

PERSONNEL ADMINISTRATION (Cont'd)

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Personnel development in libraries, ed. by R. Kay Maloney. New Brunswick, N.J., Rutgers University, Graduate School of Library Service, 1977. 115p.

Proceedings of the thirteenth annual symposium sponsored by the alumni and the faculty of the Rutgers University Graduate School of Library Service.

Descriptors: *Personnel administration--Conferences / *Library administration--Conferences / Performance evaluation / Task analysis / Job satisfaction / Personnel administration--Bibliography.

11-217

Rosenbloom, David H.

The Burger Court and the public employee. Southern review of public administration, 2:239-259, September 1978.

Descriptors: *Law--Interpretation and construction / *Personnel administration--Cases / U.S. Supreme Court / Federal government.

11-218 M-Fiche

San Diego (County). Board of Supervisors.

Evaluation of San Diego County personnel policies. Springfield, Va., National Technical Information Service, 1976. 883p. (PB-278-670)

Descriptors: *Personnel administration--Evaluation / *County government--Research / San Diego, Calif. / *County officials and employees--Personnel policies.

PERSONNEL DEPARTMENTS

11-219

Thomson, Harvey A. and Claude G. Guay.

Tapping human potential. Canadian personnel and industrial relations journal, 25:21-23+, September 1978.

Descriptors: *Personnel officers--Responsibilities / Organizational effectiveness / Productivity improvement.

PERSONNEL RESEARCH

11-220 M-Fiche

Barlow, Esther M.

Annotated bibliography of the Air Force human resources laboratory technical reports, 1976. Springfield, Va., National Technical Information Service, 1978. 56p. (AD-A051-982)

Descriptors: *Military personnel--Bibliography / *Personnel research--Bibliography / Federal government.

POLITICAL ACTIVITY

11-221

Pearson, William M.

The effect of state Hatch Acts on state executives' political activities. Southern review of public administration, 2:221-238, September 1978.

Descriptors: Federal employees / *Hatch Act / State employees / *Executives--Characteristics / *Political activity--Law and legislation / *Political activity--Comparative studies / Demographic characteristics.

POSITION CLASSIFICATION

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Diley, Mary.

Personnel policies and standards. Civil service journal, 19:32-33, October-December 1978.

Third in a series of articles on how Federal job standards are developed. Parts 1 and 2 appeared in Civil Service Journal, 18:31-32, April-June 1978 and 19:12-13, July-September 1978.

Descriptors: *Position standards / Factor evaluation systems / Qualification standards / Federal government.

11-223

Katz, Paul A.

There is something new in position classification. Defense management journal, 14:16-19, September 1978.

Descriptors: Federal government / *Factor evaluation system / *Position standards / Position classification.

POSITION MANAGEMENT

11-224

Grace, Donald J.

Coping with total resource management. Civil service journal, 19:24-26, October-December 1978.

Descriptors: *Position management--Methods / Federal government.

PRODUCTIVITY

11-225 M-Film

Kurtz, Margaret A.

The effects of goal setting and anxiety on accuracy of production typing task performance. Ann Arbor, Mich., University Microfilms, 1978. 107p.

Doctoral dissertation, Boston University, 1978. Abstracted in Dissertation Abstracts International, vol. 38, no. 12, June 1978, p. 7092-A-7093-A.

Descriptors: *Productivity--Psychological aspects / *Typists--Research / *Performance--Research / *Goal setting--Psychology aspects / Efficiency, Employee / Stress, Psychological / Typewriting.

11-226 Id214 .Un68a 1978

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Productivity in the changing world of the 1980's; the final report of the National Center for Productivity and Quality of Working Life. Washington, U.S. Govt. Print. Off., 1978. 92p.

Descriptors: *Productivity improvement / *Productivity measurement / Federal government.

11-227 HD3887 .W16p

Walsh, Annmarie H.

Productivity in the public sector. In her The public's business; the politics and practices of government corporations. Cambridge, Mass., MIT Press, 1978, p. 233-255.

Descriptors: *Productivity / *Executives--Abilities / *Corporations, Government / *Government employees--Evaluation / Municipal government / State government.

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11-228

Bradley, Marjorie K.

Counseling past and present: is there a future? Personnel and guidance journal, 57:42-45, September 1978.

Descriptors: *Counseling / Literature reviews / *Counselors--Education / Role perception / *Counselors.

11-229

Greene, Charles N.

Identification modes of professionals: relationship with formalization, role strain, and alienation. Academy of Management journal, 21:486-492, September 1978.

Descriptors: Alienation / *Professional employees / *Organizational commitment--Research / Sampling (Statistics)--Methods / *Role conflict.

11-230

Klegon, Douglas.

The sociology of professions; an emerging perspective. Sociology of work and occupations, 5:259-283, August 1978.

Descriptors: *Professional employees--Characteristics / Industrial sociology / Human relations / *Professions--Sociological aspects.

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11-231

Andronicos, Bill.

CSC acts to let agencies chart promotion plan. Federal times, 14:3+, October 9, 1978.

Descriptors: *Civil service reform / *Federal merit promotion program--Administration / Autonomy / Federal government.

PUBLIC ADMINISTRATION

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Classics of public administration, ed. by Jay M. Shafritz and Albert C. Hyde. Oak Park, Ill., Moore, 1978. 446p.

Descriptors: *Public administration--Addresses, essays, lectures / *Public administration--History--Sources.

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Current issues in public administration, ed. by Frederick S. Lane. New York, St. Martin's Press, 1978. 572p.

Includes section on the public service of the future.

Descriptors: *Public administration--Addresses, essays, lectures / *Futures (of society) / *Labor-management relations / *Civil service / *Organizations--Theory / Federal government / State government / *Organizational behavior / Municipal government / *Budget--U.S. / *Zero-base budgeting.

11-234

Ferebee, J. Spencer, Jr.

Managing in the public sector: some lessons for business. Management review, 67:26-28+, August 1978.

Descriptors: Government employees / *Public administration / *Personnel administration / *Management methods--Evaluation / Leadership style / Federal government / Communication in management / Presidential Executive Interchange Program.

PUBLIC ADMINISTRATION (Cont'd)

11-235 Id24 .In8c

Intercollegiate Case Clearing House.
Cases in public policy and management, comp. by Education for Public Service Clearinghouse Project. Boston, 1978. 132p.
Descriptors: *Public administration--Case studies / *Policy formulation--Case studies / Public administration--Study and teaching / Policy formulation--Study and teaching / Federal government / Case study method--Bibliography.

11-236 Id24 .St6p

Stokey, Edith and Richard Zeckhauser.
A primer for policy analysis. New York, W. W. Norton, 1978. 356p.
Descriptors: *Policy formulation--Methods / Linear programming / Program evaluation / Simulation methods / Markov processes.

11-237

Symposium: Human resources administration. Southern review of public administration, 2:149-220, September 1978.
Contents: Introduction, by Gerald T. O'Neil; Human resource administration: managing human services in the sunshine, by Robert Agranoff; Administering a department of human resources: an intergovernmental jungle, by Aileen R. Lotz; Evaluating Title XX programs: problems and prospects, by Jerome S. Legge, Jr.; Support for social services among county welfare administrators, by Charles L. Usher, Eleanor C. Main and William E. Hulbary; Public affairs and policy impact, by Ramon J. Geremia.
Descriptors: *Executives--Responsibilities / *Intergovernmental relations / *Social service--Administration / *Social security--Law and legislation / *Social security--Evaluation / Social workers / Qualifications / Public information officers / *Government publicity / Communication / Federal government / State government / Local government.

PUBLIC SERVICE EMPLOYMENT

11-238

Fottler, Myron D.
Retention of the hard-core unemployed. Academy of Management journal, 21:366-379, September 1978.
Descriptors: Success in employment / *Public service employment--Evaluation / *Disadvantaged--Employment / Unemployed--Employment / *Tenure--Research.

11-239

Lipske, Mike.
Wildlife center gets YACC. Worklife, 3:28-32, August 1978.
[YACC = Young Adult Conservation Corps]
Descriptors: *Public service employment / Youth--Employment / Youth--Training / Federal government.

11-240

Raimy, Eric.
The outlook is bright for white collar jobs. Worklife, 3:19-22, August 1978.
Descriptors: *White collar workers--Employment / *Office workers--Training / *Public service employment.

REDUCTION IN FORCE

11-241

Hercus, T. F.
During periods of budget constraint. Canadian personnel and industrial relations journal, 25:35-38, September 1978.
Descriptors: *Workforce planning / *Reduction in force / Unions.

RETIREMENT

11-242 M-Fiche

Alaska. Department of Administration.
Factors in consideration of termination from the Social Security system. Springfield, Va., 1976. 73p. (PB-277-227)
Descriptors: *Retirement benefits--Administration / *Social security / State government / State employees.

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Descriptors: *Pension funds / State government / Surveys.

11-244

Firnberg, James W. and Mary E. Jordan.
Investment practices of state retirement systems. Pension world, 14:19-21, August 1978.
Descriptors: *Pension funds / State government / Surveys.

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Gordon, Nancy M.
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Background paper prepared for the U.S. Commission on Civil Rights.
Descriptors: *Social security / *Women--Discrimination / Women--Social conditions / Women--Economic conditions.

11-246

Jaspan, Dan.
Early retirees face some benefit revisions. Federal times, 14:13, October 9, 1978.
Descriptors: *Social security / Part-time workers / *Retirement benefits / Retirement, Early / Federal employees / Second careers.

11-247

Robison, David.
Connecticut General gets jump on new retirement law; offers staff career choices. World of work report, 3:73+, September 1978.
Descriptors: *Career counseling / Performance evaluation / Second careers / Pensions / *Retirement, Flexible / Retirement--Law and legislation.

11-248

Special reports; early retirement. Employee benefit plan review, p. 16-18+, September 1978.
Descriptors: Age discrimination--Law and legislation / Fire fighters--Retirement

Police--Retirement / Fringe benefits--Costs / *Retirement, Early / Social security / Forecasting / *Retirement benefits.

11-249 M-Fiche

U.S. General Accounting Office.
Disability provisions of Federal and District of Columbia employee retirement systems need reform. Report to the Congress by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 54p. (B-118638)
Descriptors: *Retirement, Disability--Administration / District of Columbia / Federal government / *Retirement, Disability--Law and legislation / Law enforcement personnel--Retirement / Fire fighters--Retirement.

RETIREMENT PLANNING

11-250
Everett, Bart.
Guide to a happy retirement. Dynamic years, 13:48-50, September-October 1978.
Descriptors: *Retirement planning--Methods / *Retirement planning.

11-251
Kenny, John B.
Pre-retirement planning seminars: a Canadian experience. Training and developement journal, 32:68-74, August 1978.
Descriptors: *Retirement planning / Canada--Civil service.

SAFETY

11-252 M-Film
Goberni, Joseph M.
Safety program responsibilities of supervisory personnel. Ann Arbor, Mich., University Microfilms, 1978. 203p.
Doctoral dissertation, West Virginia University, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 12, June 1978, p. 7186-A.
Descriptors: *Safety--Administration / *Supervisors--Responsibilities--Research / Safety education.

11-253
Seminario, Margaret.
Women workers: hazards on the job. American federationist, 85:18-23, August 1978.
Descriptors: *Women employees / *Safety / Hazardous occupations / *Health, Employee.

11-254 Ie558 .Un64f
U.S. Interagency Task Force on Workplace Safety and Health.
First recommendations report: Council of Economic Advisers, Department of Commerce, Department of Health, Education & Welfare, Department of Labor, Domestic Policy Staff, Office of Management & Budget, Small Business Administration, 1978. Rosslyn, Va., 1978. 1v.
Descriptors: *Safety--Administration / *Health benefit programs--Administration / Federal government.

SCIENTISTS AND ENGINEERS

11-255
Beachler, Dean E., David C. Joswick and R. J. Shubert.
Are your professionals staying professional? Personnel journal, 57:478-483+, September 1978.
Descriptors: *Engineers--Utilization--Evaluation / Job design / Job descriptions / *Engineers / Job evaluation / Obsolence, Technical / *Qualifications / *Engineers--Evaluation.

11-256 Ie172 .C76c
Conference on the Engineer at Mid-career, Washington, 1977.
Proceedings: the engineer at mid-career; utilization or discrimination, ed. by Martin Hamburger and Joseph Arleo. New York, Institute of Electrical and Electronics Engineers, 1978. 129p.
Sponsored by the Institute of Electrical and Electronics Engineers and the National Science Foundation.
Descriptors: *Engineers--Utilization / *Engineers--Conferences / *Older worker--Utilization.

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Proceedings: focus on the engineer--today & tomorrow, Oak Brook, Ill., October 6-7, 1977. New York, 1977. 106p.
Descriptors: *Engineers--Workforce planning--Conferences / *Engineers--Licenses / *Engineers--Personnel policies.

11-258

Greenwald, Howard P.
Scientists and the need to manage. Industrial relations, 17:156-167, May 1978.
Descriptors: *Scientists--Management functions--Research / *Job satisfaction research / *Engineers--Management functions--Research.

SECURITY

11-259 S/I

Computer security. Mosaic, 9:2-10, July-August 1978.
Descriptors: *Electronic data processing departments--Security measures.

SUPERVISION

11-260

Student, Kurt R.
Back to basics for improved human resource management. Management review, 67:51-56, August 1978.
Descriptors: Productivity improvement / Motivation / *Supervisors--Responsibilities / *Group relations / *Supervision.

11-261 Id32 .T27s 1978

Terry, George R.
Supervison. Rev. ed. Homewood, Ill., R. D. Irwin, 1978. 459p.
Previous edition was published under the title Supervisory Management.
Descriptors: *Supervision--Textbooks.

SUPERVISORS

11-262 Id32 .In7e 1978

Effective supervisory practices; better results through teamwork. Prepared by the University of Georgia's Institute of Government and Center for Continuing Education. 2d ed. Washington, published for the Institue for Training in Municipal Administration by International City Management Association, 1978. 225p. (Municipal management series)
Descriptors: *Supervisors--Responsibilities / *Supervisors--Abilities / *Supervision--Handbooks, manuals, etc. / Time management / Discipline / Motivation / Municipal government / Performance evaluation.

11-263

McFillen, James M.
Supervisory power as an influence in supervisory-subordinate relations. Academy of Management journal, 21:419-433, September 1978.
Descriptors: *Power (Social sciences) / *Supervisors--Attitudes--Research / Performance-based pay / *Performance.

TESTS

11-264 M-Film

Ironson, Gail H.

A comparative study of several methods of assessing item bias. Ann Arbor, Mich., University Microfilms, 1978. 110p.

Doctoral dissertation, University of Wisconsin, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 12, June 1978, p. 7285-A-7286-A.

Descriptors: *Test bias--Research / *Test validity--Research / *Test items.

11-265 M-Fiche

McCormick, Ernest J., Angelo S. DeNisi and James B. Shaw.

The use of the position analysis questionnaire (PAQ) for establishing the job component validity of tests. Arlington, Va., Educational Resources Information Center, 1977. 14p. (Technical report no. 5)

Performing organization: Department of Psychological Sciences, Purdue University.

Descriptors: *Test validity--Research / Job analysis / Job factors.

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Myers, Charles T.

Test fairness: a comment on fairness in statistical analysis. Washington, Educational Resources Information Center, 1975. 10p. (ED-147343)

Descriptors: *Test bias--Research / *Test validity--Research.

11-267 Ie176 .Sn2t

Sneath, Frank, Manab Thakur, and Bruce Medjuck.

Testing people at work. London, Institude of Personnel Management, 1976. 105p. (International Personnel Management Association information report 24)

Descriptors: *Tests / *Test validity / Great Britain.

11-268 Ie221 .V75a

Vineberg, Robert and Elaine N. Taylor.

Alternatives to performance testing: tests of task knowledge and ratings. Alexandria, Va., Human Resources Research Organization, 1978. 4p. (Professional paper 6-78)

Descriptors: *Tests, Performance--Research / *Military personnel--Tests.

TRAINING

11-269

Bell, Chip R. and Fredric H. Margolis.

Blending didactic and experiential learning methods. Training and development journal, 32:16-21, August 1978.

Descriptors: *Training planning / Training methods / Learning, Psychology of.

11-270

Berliner, Stan.

Expanding (capabilities) by contracting (for services). Training and development journal, 32:76-77, August 1978.

Descriptors: Contracts / *Training consultants.

11-271

Gellerman, Saul W.

How to get more training from training films. Training and development journal, 32:3-4, September 1978.

Descriptors: *Films / *Training / Teaching--Aids and devices.

11-272
Herem, Maynard A.
A technical instructor's method/media selection guide. Training and development journal, 32:44-48, August 1978.
Descriptors: Teaching--Aids and devices / Flow charts / Training methods / *Training planning.

11-273
Hopkins, Jack and Dick Leatherman.
Maximizing instructional resources. Training and development journal, 32:78-81, August 1978.
Descriptors: *Supervisors--Training--Methods / Training officers / Training officers--Training / Supervisors--Training--Evaluation.

11-274
Hultman, Kenneth E. and Grover Cunningham.
Preparing employees for upward mobility. Training and development journal, 32:10-14, September 1978.
Descriptors: *Assertiveness training / Federal government / *Human relations training / Upward mobility / Mathematical analysis / U.S. Internal Revenue Service.

11-275
Keppler, Robert H.
Behavior training: refining communication skills in an industrial setting. Training and development journal, 32:58-60, September 1978.
Descriptors: *Communication in personnel management--Study and teaching / Management consultants / *Supervisors--Training / Industrial relations / *Human relations training.

11-276
Langford, Harry.
Needs analysis in the training department. Supervisory management, 23:18-25, August 1978.
Descriptors: *Training needs analysis / Training administration.

11-277
Michaud, Robert E.
The staff development function -- assessing training needs. Training and development journal, 32:62-63, August 1978.
Descriptors: Employee development / *Training needs analysis / Training planning.

11-278
Nunney, Derek N.
Cognitive style mapping. Training and development journal, 32:50-57, September 1978.
Descriptors: *Cognition / *Learning, Psychology of / Training methods--Evaluation / *Training planning.

TRAINING (Cont'd)

11-279 M-Film

Phillips, Robert A.

Assertion training for men: impact on selected interpersonal behaviors, self-description, and concepts of gender role. Ann Arbor, Mich., University Microfilms, 1977. 125p.

Doctoral dissertation, University of Minnesota, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 12, June 1978, p. 7158-A.

Descriptors: *Assertiveness training--Research / Role perception--Research / Sex roles.

11-280

Randall, John S.

You and effective training. Training and development journal, 32:36-43, 1978; 32:41-43, September 1978 and 32:8-11, October 1978.

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